

MASSACHUSETTS NATIONAL GUARD  
TECHNICIAN EMPLOYMENT BULLETIN

NUMBER: 06-202

INDEFINITE

18 September 2006

OFFICE OF THE ADJUTANT GENERAL  
Human Resources Office  
50 Maple Street  
Milford, MA 01757-3604  
(508) 233-7452/6757 (DSN) 256-7452/6757

SERVICE: *Army Guard*  
APPLICATIONS ACCEPTED UNTIL: 27 September 2006  
EMPLOYMENT LOCATION: HQ 26 BSTB, Springfield, MA  
TELEPHONE CONTACT: MAJ Thomas M. Stewart, 413-737-0966

POSITION: HUMAN RESOURCES ASSISTANT (MILITARY)  
SERIES/GRADE: GS-0203-6

PDCN: 70632  
SALARY: PA \$ 34,067 to \$ 44,285

APPOINTMENT FACTORS:

<input checked="" type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Supervisory/Management	<input type="checkbox"/> Entry Level	<input type="checkbox"/> Excluded
<input type="checkbox"/> Permanent Position	<input type="checkbox"/> Temporary Promotion	<input checked="" type="checkbox"/> Indefinite Position	
<input type="checkbox"/> Officer	<input type="checkbox"/> Warrant Officer	<input checked="" type="checkbox"/> Enlisted	

AREA OF CONSIDERATION:

✓ All enlisted personnel in the Massachusetts Army National Guard

COMPATIBLE MILITARY SPECIALTY AND GRADE (Grade Inversion Prohibited):

Compatible MOS: CMF: 42, 92, 00\* if no 42 or 92 then predominant MOS of unit

Maximum Military Grade	Officer:	Warrant Officer:	Enlisted: SSG
Minimum Military Grade	Officer:	Warrant Officer:	Enlisted: SPC

**GENERAL EXPERIENCE:** Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents and provide information about regulations, procedures and programs.

**SPECIALIZED EXPERIENCE:** Must have 9 months experience in the following areas: Experience in any line of work, which included responsibility for providing clerical support functions. Experience in personnel work in making person-to-person contacts to explain regulatory, procedural and policy requirements.

**APPLICANTS WHO MEET THE ABOVE ELIGIBILITY REQUIREMENTS WILL BE EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES, (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION:**

1. Knowledge of basic rules, regulations and policies that govern military personnel.
2. Skill in oral and written communication in expressing and securing information.
3. Knowledge of government wide rules and regulations, laws, and policies governing the personnel actions.
4. Ability to understand a military organization and its functions.
5. Skill in gathering information, data and preparing reports.

**\*\*A recruitment bonus of 10% of annual basic pay will be paid to the selectee who is newly appointed to the federal government. This includes currently employed temporary technicians as well as previously employed permanent technicians who have had a break in service of 90 days or more. The selectee must sign an agreement to remain as an employee for a minimum of one year. If the selectee fails to complete the agreed upon service period, he/she must repay the portion of the bonus attributable to the uncompleted period.**

**This is an indefinite position, tenure 3, with a time limit determined by the needs of the agency. Any permanent military technician, tenure 1 who is selected for this position will become tenure 3. The selectee will receive the same benefits and entitlements as the tenure 1 employee but will be considered tenure 3 for purposes of reduction in force. If a permanent resource becomes available, incumbent may be converted to a permanent appointment without further competition.**

Job announcements and application procedures are posted on Internet: [WWW.MASS.GOV/GUARD](http://WWW.MASS.GOV/GUARD).

*ALL TECHNICIAN HIRES SUBJECT TO THE AVAILABILITY OF FUNDS*  
THE MASS NATIONAL GUARD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.  
MINORITIES AND WOMEN (UNLESS OTHERWISE PROHIBITED) ARE ENCOURAGED TO APPLY.

## APPLICATION PROCEDURES

Include all of the following with application packet:

- ✓ Submit **one** of the following forms of application
  - OF 612 - Optional Application for Federal Employment (preferred)
  - Resume
  - SF 171
- ✓ HRO Form 1-1 (Application for Position Vacancy)
- ✓ HRO Form 1-2 (Mass National Guard Supplemental Questionnaire for Tech Vacancy)
- ✓ SF 181 Race And National Origin Identification

(This form is optional. Applicants who desire minority consideration must complete this form)

- ✓ Current military technician employees will furnish one additional copy of HRO Form 1-1 to their immediate supervisor. Supervisors will complete the required HRO Form 1-3 or HRO Form 1-4 within two (2) workdays and forward it to the HRO.

As a minimum, applications must contain the following information:

- A. The announcement number, title and grade of the job you are applying for
- B. Full name, mailing address and day and evening phone numbers
- C. High school/college education
- D. Information on your paid and non-paid work experience related to the job you are applying for (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor)
- E. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments
- F. State military grade and MOS/AFSC, and all related military experience.

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, complete and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. Regardless of the format of the application, candidates must indicate how they possess the Knowledge, Skills and Abilities (KSA's) required of this position. Individual applicants must meet the mandatory qualifications and indicate how they meet these qualifications. Failure to do so will result in the application being returned as ineligible. The following documents are not acceptable as attachments to applications: photographs, copies of position descriptions, training certificates, performance ratings (civilian or military), awards or letters of appreciation. It is illegal to mail applications at government expense.

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### SUBMIT PAPER APPLICATIONS TO:

JFHQ- MAARNG  
ATTN: HRO (Staffing)  
50 Maple St.  
Milford, MA 01757-3604



### SUBMIT ELECTRONIC APPLICATIONS TO:

e-mail to: [MA-staffing@ng.army.mil](mailto:MA-staffing@ng.army.mil)  
Information on applying electronically can be found at:  
<http://www.mass.gov/guard>  
Look under **Electronic Application Procedures**  
TEB's are also posted on GKO/MAKO

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### SELECTION OF INDIVIDUAL:

- A. Selection will be by review of written application and interview. Applicants who desire a personal interview must indicate it on their HRO form 1-1.
- B. Applicants claiming educational achievements on their application must bring certificates with them when interviewed.
- C. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-7452/6757 or DSN 256-7452/6757. For assistance in completing federal job applications/resumes, please see OF 510, "Applying for a Federal Job". This form is available on OPM's World Wide Web site at [www.usajobs.opm.gov](http://www.usajobs.opm.gov), and on other automated federal job information systems.
- D. Applicants must possess or be eligible for the appropriate level Security Clearance.
- E. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- F. **CONDITION OF EMPLOYMENT:** Employee will be required by law to participate in Direct Deposit/Electronic Fund Transfer program.
- G. **PCS MOVE: EXPENSES NOT AUTHORIZED**

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